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SOHO agency CCD Public Relations is looking for an intern with a passion for food!

CCDPR is a food & drink, healthcare and beauty agency based in the heart of buzzing Soho in central London.

We are looking for a 3-month intern to come and assist our Food & Drink team and learn the art of being a really great PR!

Brands you will be working on include, Nairn's, 9bar, CHI, Amy's Kitchen, Pudology, Secret Sausages, Tasteful foods and many more.

What do we need? You need to be organised, confident and friendly, plus be able to demonstrate an interest in the media.

Travel and lunch expenses would be covered.

Please contact: charlotte@ccdpr.com to tell us more about yourself and why you would like to work with us.

Job Role:

Assisting the food & drink team with daily admin

Reading through newspapers and magazines to spot PR opportunities

Using vital industry tools to communicate to media

Writing press releases

Researching and collating information for clients and media

Drafting tweets, Facebook and LinkedIn updates for various accounts

Using social media to engage with users on behalf of a brand

Helping organise events plus opportunities to attend events

Maintenance of databases and media lists

Compiling coverage reports

Assembling and distributing press kits

Day to day office admin